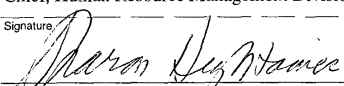
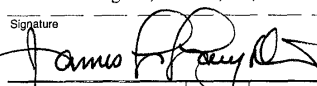


POSITION DESCRIPTION (Please Read Instructions on the Back)

2 Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other						3 Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4 Employing Office Location Orlando, FL.		5 Duty Station		1 Agency Position No NL12502	
Explanation (Show any positions replaced) Replaces: NL10814						7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		6 OPM Certification No	
						10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11 Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13 Competitive Level Code 1197	
15. Classified/Graded by						Official Title of Position		Pay Plan		Occupational Code		Grade	
a U S Office of Personnel Management													
b Department, Agency or Establishment													
c Second Level Review													
d First Level Review						Human Resources Specialist (Classification)		GS		0201		12	
e Recommended by Supervisor or Initiating Office													
16 Organizational Title of Position (if different from official title)						17 Name of Employee (if vacant, specify)							
18 Department, Agency, or Establishment Department of the Army (DA)						c Third Subdivision Office of the Commander (C)							
a First Subdivision Army Materiel Command (AMC)						d Fourth Subdivision Office of the Chief of Staff (CS)							
b Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)						e Fifth Subdivision Human Resource Management Division (CSH)							
19 Employee review - This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the						knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a Typed Name and Title of Immediate Supervisor Sharon R. Hightower Chief, Human Resource Management Division						b Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature: 						Date: 12/28/01		Signature: _____				Date: _____	
21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards						22 Position Classification Standards Used in Classifying/Grading Position OPMPCS for Administrative Work in the Human Resources Management Group, GS-200, Dec 00.							
Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, Chief of Staff						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management							
Signature: 						Date: 28 Dec 01							
23. Position Review						Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24 Remarks Position is at the full performance level. BUS: 8888													
25. Description of Major Duties and Responsibilities (See Attached)													

INTRODUCTION

Position is located in the Human Resources Management Division of the Directorate of Resources Management located at the U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, test and training instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

MAJOR DUTIES

1. As the principal classifier and command position manager, provides continuing advisor classification services to all levels of management. STRICOM is comprised of general schedule professional, scientific, technical, administrative and clerical positions in support of the acquisition and fielding of high complex simulation and training devices and equipment. The organizations serviced contains positions which require a mental and judgmental nature such as that typical of professional, scientific, administrative and technical fields in organizational environments that are complex in structure and/or unstable because of rapid changes in technology and/or continually changing concepts of the basic missions of supported organizations. In many cases, the procedures/processes developed deviate from traditional PM&C operations and/or represent new ways of doing business, such as would be required to adapt to the new regionalized environment or to accommodate changes associated with newly created DEMO projects and plans. Applies a thorough and comprehensive understanding of classification principles and concepts to interpret and adapt classification guides to secure sound decisions on positions for which the guides are only partially applicable and few precedents exist. **30%**

2. Represents the command with higher headquarters with position management issues. Provides full and responsible

management advisory services to assigned organizations such as planning and performing studies to identify long and short range personnel needs, and solving problems dealing with morale, turnover, job dilution or expansion. Assists with planning and implementing reorganizations that frequently involve major mission changes or sweeping realignment of positions and personnel. Advises on organization structures, classification changes, position/employee impact and related actions to assure regulatory compliance prior to implementing new structures. Anticipates problems that evolve from the complex and dynamic nature of organizations served and provides innovative solutions that accommodate managers' needs without compromising fundamental personnel management principles. Applies comprehensive knowledge of classification and position management concepts, thorough understanding of assigned organizations to identify and analyze problems, investigate and determine possible solutions, effect coordination with personnel in the servicing Navy HRO, and prepare and/or present recommendations from a comprehensive management standpoint. Conducts special studies or audits pertaining to critical and/or high-grade scientific, technical or managerial occupations; and studies or audits material affecting groups of positions whose reclassification would set important precedents or generate significant budgetary impacts. Advises on proper duty alignment to promote maximum employee utilization consistent with sound classification practices. Provides job-engineering advice in career development positions, including drafting position descriptions for unusual or special problem positions.

- In support of the Civilian Personnel Laboratory Demonstration Project develops new benchmark positions, defines and identifies occupational families, job series, functional codes, specialty codes and payband levels for each position established. Each position is evaluated on a case-by-case basis by comparing the duties and responsibilities assigned, the classification standards for each pay band and the 5 CFR FLSA criteria.

40%

3. Performs special projects, as assigned. Receives tasker, analyzes requirements, and plans and accomplishes work. Studies and interprets supplementary materials such as organization charts, mission statements, technical

publications, procedural manuals, pertinent directives and regulations; and relates facts gathered from these sources to the evaluation of positions under scrutiny. Maintains alertness for evidence of problems such as overlap or duplication of functions, excessive layering of supervisory positions, organizational misalignments and misassignments. Keeps management aware of problems, provides recommendations for solutions. Represents the command on classification appeals. Documents appeals and advises employee and management on appropriate dispositions. Prepares all command responses to classification appeals arising within STRICOM. Makes and defends FLSA determinations. Duties range from continuing responsibility for acting as an appeals or second reviewer for requests for reconsideration, or special one-time projects levied by higher headquarters on a variety of classification programs including Fair Labor Standards Act (FLSA), Environmental Differential Pay (EDP), Hazard Pay, Locality Wage Survey, draft classification standards, competitive level descriptions, and various DA/AMC initiatives. Reviews data from DCPDS, assures accuracy of organization and position data, and initiates corrective action when necessary. Coordinates program requirements with management and other personnelists as necessary. **30%**

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

- Thorough knowledge of and skill in applying DOD and Office of Personnel Management (OPM) classification procedures, policies and regulations to include appeal processes and desk auditing procedures.
- Knowledge of Federal (OPM) and DOD classification procedures, policies and standards, guides, digests and theories, concepts, principles, laws, precedents and other related decisions for use in arriving at the proper classification of positions and to identify interrelated problems, draw conclusions, and recommend appropriate courses of action.
- Knowledge of the organizational structure and missions of activities serviced and interrelationships with other activities to analyze and advise on position and

organizational development issues for complex or very dynamic organizations.

-Ability to establish and maintain effective relationships with and gain confidence and cooperation of supervisors and managers on difficult issues.

-Skill in applying complex fact-finding, analytical and problem solving methods and techniques.

-Skill in written and oral communications sufficient to prepare and present finding and recommendations and carry out specific actions regarding difficult actions.

-Skill in providing advisory services to managers and serviced population in order to recommend viable options and alternatives to issues and problems and to communicate the intent of regulations, precedents and decisions affecting classification actions.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes, scope of the assignment and possible approaches.

The employee: determines the most appropriate principles, practices, and methods to apply in all phases of assignments, including the approach to be taken, degree of intensity, and depth of research in management advisories; interprets regulations on own initiative, applies new methods to resolve complex, controversial, or unprecedented issues and problems, and resolves most conflicts that arise; and keeps the supervisor informed of progress and of potentially controversial matters.

Supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. The supervisor does not usually review methods used.

FACTOR 3. GUIDELINES

Guidelines include the full range of OPM, DOD, DA, local procedures, precedents, Public Laws, and personnel

publications. Guides are often conflicting, or are so general that they require extensive adaptation to deal with the technical situation and/or management considerations that seem to be at variance with the guides.

FACTOR 4. COMPLEXITY

Performs complex duties requiring extensive analysis for innovative problem resolution and for developing methods and techniques to plan and complete the work, which is further complicated by the diversity of occupations and dynamics of the organizations serviced. Typical classification and position management issues encompass the ability to discern duplication of efforts, real or exaggerated claims and require extreme tact in dealing with the decisions of management involved in the assignment of duties and accomplishment of their respective missions. The abstract nature of these work processes adds materially to the difficulty of problem identification and resolution.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide advisory services, analyze, evaluate and classify positions of organizations serviced, solving complex and controversial problems requiring the building of management confidence in the final decision. Decisions made by the incumbent have substantial consequence with regard to pay setting, labor costs, grade structure of the command and morale of the work force.

FACTORS 6 AND 7. PERSONAL CONTACTS AND PURPOSE OF CONTACTS

Contacts are primarily with managers, supervisors, employees, other personnelists, and position management program officials within the command, higher headquarters and other agencies involved in classification and position management issues.

Contacts that the form of meetings, telephone calls, desk audits, reviews, and conferences. The purpose of contacts is to obtain and disseminate factual information on which recommendations, decisions, and other actions can be based and to explain the basis for personnel decision, recommendations and actions, and characterized by the need to gain supervisory and management confidence to accept advise.

FACTOR 8. PHYSICAL DEMANDS

The work is primarily sedentary.

FACTOR 9. WORK ENVIRONMENT

Most work is performed in an office setting.